

CENSUS OF SCOTLAND, 1911.

INSTRUCTIONS

TO THE

VARIOUS LOCAL OFFICERS

AS TO

THEIR DUTIES IN TAKING THE CENSUS.

*Approved by His Majesty's Secretary for Scotland, pursuant to the
Census (Great Britain) Act, 1910.*



GLASGOW:
PRINTED BY JAMES HEDDERWICK & SONS
FOR HIS MAJESTY'S STATIONERY OFFICE,

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REGISTRAR-GENERAL'S LETTER TO REGISTRAR.

CENSUS OFFICE,
NEW REGISTER HOUSE, EDINBURGH,
25th January, 1911.

SIR,

In pursuance of the requirements of the Census (Great Britain) Act, 10 Edw. VII. and 1 Geo. V., c. 27, the annexed Instructions as to the duties of Registrars in taking the approaching Census in Scotland have been prepared and approved in accordance with the Act, and the Table of Allowances included in the Instructions has been approved by the Lords Commissioners of His Majesty's Treasury.

Following upon the issue of my Circular Letter to Registrars in August last, and accompanying "Suggestions as to Formation of Enumeration Districts," the Plans of Division of the various Registration Districts throughout Scotland are now in a forward state, and I take this opportunity of acknowledging the readiness with which Registrars have complied with the request that such preliminary steps in the preparation of these Plans should be undertaken.

Your Plan of Division, after examination in the Census Office here, was recently forwarded to you for any further revision required, prior to its being submitted to the Sheriff of the County, or Chief Magistrate, as the case may be, in pursuance of the Instruction contained at page 14, paragraph 15, of the Instructions to Registrars above referred to.

Herewith you will receive two copies of the "Instructions to the Various Local Officers as to their duties in taking the Census," Forms for Lists of Enumerators and for Enumerators' Agreement. The other Books, Schedules, and Forms mentioned in the Instructions will be transmitted to you in due course.

You will meanwhile acknowledge the receipt of these Instructions and of the accompanying Forms immediately they reach you, on the relative Form of "Acknowledgment of Receipt of Documents" sent herewith.

Briefly, your duties consist in making such arrangements as will enable you, with the assistance of Enumerators, to return an account of every person in your District on the night of April 2nd, 1911.

You will have (1) to submit to me, through the Sheriff (or Town) Clerk,* the Plan of Division containing all the proposed Enumeration Districts; (2) to nominate Enumerators for approval; (3) to set them to work at the proper time in delivering and collecting the Schedules; and (4) finally to revise their work, for the due execution of which you will be responsible.

These matters are referred to in detail in your Instructions, with which you must at once make yourself thoroughly familiar.

I am,

Sir,

Your obedient Servant,

J. PATTEN MACDOUGALL,
Registrar-General.

To the

Registrar of Births, Deaths, and Marriages.

* *Town Clerks*, in the case of the Registrars in Edinburgh, Glasgow, Dundee, Aberdeen, Greenock, Paisley, Leith, and Perth: *Sheriff Clerks*, in the case of every other Registrar.

(*Reprint of Registrar-General's Circular Letter of August, 1910.*)

REGISTRAR-GENERAL'S OFFICE,
NEW REGISTER HOUSE,
EDINBURGH, August 1910.

CENSUS OF SCOTLAND, 1911.

SIR,

I have to inform you that a Census of the population of Scotland falls to be taken on 2nd April 1911.

It is most desirable that the arrangements for this Census should be as complete and satisfactory as possible; and, accordingly, in connection with certain preliminary steps which may advantageously now be taken, I shall be obliged by your considering whether the division of your district into Enumeration Districts should be the same as at the last Census, or if not, what alterations you would suggest.

I enclose the undernoted forms which, after careful perusal of the "Suggestions as to Formation of Enumeration Districts," I shall be obliged if you will kindly fill up and return to me within six weeks.

I have to add that this is merely a preliminary inquiry, and in no way takes the place of the ultimate submission of your "Plan of Division" to the Sheriff, or Town Clerk, before final adoption. The object is to secure accuracy, and to enable the Department to keep in touch with what is being done locally.

I am,

Sir,

Your obedient Servant,

J. PATTEN MACDOUGALL,
Registrar-General.

- ENCLOSURES.—1. Plan of Division, 1901.
2. Form of Plan of Division, 1911.
3. Analysis of Plan of Division, 1901.
4. Analysis of Proposed Plan of Division, 1911.
5. Suggestions as to Formation of Enumeration Districts.
6. Examples of Plan of Division, 1911.

To the Registrar of Births, &c.

(Enclosure.)

Suggestions as to Formation of Enumeration Districts.

1. It is held to be desirable to retain, as far as suitable, the same Enumeration Districts as were used in the 1901 Census, especially in country districts, and in the denser parts of town districts where no great change of population is likely to be found. Registrars are invited to make suggestions as to rearrangements of Enumeration Districts where they consider that there are specific reasons justifying such changes.

2. The following is a list of the Areas into which the country is divided for administrative and other purposes, and the closer the boundaries of the Enumeration Districts agree with the boundaries of these Areas, the better are they for the purposes of accurate enumeration and subsequent tabulation. It is an advantage to have the Enumeration Districts so that they should not overlap administrative Areas or local subdivisions; that is, each Enumeration District should if possible be in one parish only, in one ecclesiastical parish only, in one school board district only, in one parish or burghward only, etc. In all cases this is not possible, and consequently sub-divisions of Enumeration Districts may sometimes be required.

LIST OF ADMINISTRATIVE AREAS OR LOCAL SUB-DIVISIONS.

1. Civil Parishes and their wards, or electoral divisions.
2. Ecclesiastical Parishes. *Quoad Sacra* Parishes.
3. School Board Districts.
4. Parliamentary Divisions.
5. Royal Burghs.
6. Municipal and Police Burghs, and their wards.
7. Administrative County Districts, and their electoral divisions.
8. Public Health Areas.
9. Special Water Districts.
10. „ Drainage Districts.
11. „ Scavenging Districts.
12. „ Lighting Districts.
13. Town and Village Districts.
14. Inhabited Islands.

3. Registrars are invited to consult Town Clerks, County Clerks, Clerks to School Boards, Inspectors of Poor, and Parish Ministers or Session Clerks, if they are in doubt as to the boundaries of any of the above-mentioned Areas or subdivisions.

4. Large institutions containing normally 100 or more inmates are to be excluded from the ordinary Enumeration Districts. A special return regarding them will be asked for later.

5. As a general rule, it may be assumed that an efficient Enumerator will be able to deal with from 200 to 300 houses in Towns; and where he will not have to travel more than 15 miles in visiting a small number of families in the country, the district will not be too large.

6. Registrars are at liberty to requisition, through this Department, such Ordnance Maps or reduced Ordnance Maps as may be required by them to satisfy the Sheriff, or Town Clerk, that the entire Registration District for which they respectively act is included in the relative Enumerators' Districts, and for the purpose of explaining to the Enumerators the exact boundaries of the Enumeration Districts to which they are individually appointed.

7. The following definitions may prove helpful to the Registrar in filling up the Table:—

CIVIL PARISH is that Area for which a separate Parish Council is elected and for which a separate poor rate is or can be made.

PARISH WARD is the Ward of a Parish for Parish Council election purposes.

ECCLESIASTICAL PARISH is the Area under the care of the Parish Minister of the original Parish, *i.e.*, exclusive of any portion of the original Area of the Parish disjoined, and annexed or erected, by the Court of Teinds, to another Parish, or into a separate *Quoad Sacra* Parish. It must at the same time be borne in mind that the Areas of Ecclesiastical Parishes were not affected by the Orders of the Boundary Commissioners., or of the Secretary for Scotland, issued under the provisions of the Local Government (Scotland) Acts, 1889 and 1894, and that therefore detached parts or former parts of the Parish are to be found situated in adjacent Parishes, and should be noted in this Return accordingly.

Quoad Sacra Parish is, as above indicated, an Area delimited by the Court of Teinds and erected for purely ecclesiastical purposes, under the Act 7 and 8 Vict., c. 44, into a *quoad sacra* Parish.

SCHOOL BOARD DISTRICT is the administrative Area (Burghal or Landward) for educational purposes under the Education Acts.

PARLIAMENTARY BURGH is a Burgh which sends, or contributes as a Burgh to send, a member to Parliament.

PARLIAMENTARY (BURGH) DIVISION—the Division of a Parliamentary Burgh electing a separate member.

PARLIAMENTARY COUNTY OR DIVISION THEREOF.—It should be kept in view that the Orders of the Boundary Commissioners, and of the Secretary for Scotland, did not operate as regards parliamentary representation, and accordingly that certain Parishes or parts of Parishes transferred from one county to another may yet, for the purposes of parliamentary representation and election, remain in the original county.

ROYAL BURGH, MUNICIPAL OR POLICE BURGH.—The Areas of Royal Burghs should be considered *not* upon their ancient delimitations, but upon their boundaries as they exist at the present time for municipal and police administration. Police Burgh Areas are as delimited by the Sheriff.

BURGH WARD is the Ward of a Burgh for Municipal election purposes.

SPECIAL LIGHTING DISTRICT...	{	Special districts formed in rural communities for sanitary purposes under Section 44 of the Local Government (Scotland) Act, 1894.
SPECIAL SCAVENGING DISTRICT		
SPECIAL WATER DISTRICT...		
SPECIAL DRAINAGE DISTRICT	{	Special districts formed under the Public Health Acts.

TOWN.—Any segregation (Burghal or otherwise) of population which is believed to approximate to more than 2000 inhabitants.

VILLAGE.—Any segregation of population which is reputed to number from 300 inhabitants to 2000.

INHABITED ISLAND.—Only islands that are inhabited come within this definition.

(Reprint of Registrar-General's Circular Letter of 4th January, 1911.)

CENSUS OFFICE,
NEW REGISTER HOUSE,
EDINBURGH, 4th January 1911.

CENSUS, SCOTLAND, 1911.

SIR,

I now transmit herewith the following documents:—

- (1) Your proposed Plan of Division in respect of the forthcoming Census,
- (2) Analysis of same,
- (3) Form of Return of Institutions, etc., in your Registration District (in duplicate.)

Other Census documents, including a copy of the Registrar-General's Instructions to Registrars, etc., the forms for List of Enumerators, and Enumerators' Agreement, will follow shortly.

The Plan of Division is forwarded for final inspection and revision by you prior to your submitting it (along with your proposed List of Enumerators) for the approval of the Sheriff or, in certain cases, Chief Magistrate, as required by Section 13 (4) of the Census Act. In the course of such revision, you are requested to pay special attention to any notes in pencil which may have been made on the Plan of Division in this Office, giving effect to same in ink after satisfying yourself as to their accuracy. If in doubt in regard to any such note, or other matter connected with the Plan of Division, you are invited to communicate with me without delay, in order that the Plan may be ready for submission to the Sheriff, or Chief Magistrate, as the case may be, not later than the end of January.

Before submitting your Plan of Division to the Sheriff, or Chief Magistrate, you will be good enough to add up the total estimated number of schedules required for your District, and insert the total on the front page of the Plan at the foot of the tabular statement headed "Contents of Registration District."

The Analysis of the Plan of Division is transmitted also for final revision, after which, however, please return the sheet direct to the Census Office, and, if possible, not later than the 14th instant.

You will note that you are requested to submit the Return of Institutions *in duplicate*, one copy to be retained in this

Office, and the other to be returned to you for your information and use after approval in terms of Section 6 of the Census Act. These Returns should be forwarded at your earliest convenience, and not later than 14th instant.

An envelope for the transmission to the Census Office of the Return of Institutions and of the Analysis, as above instructed, is enclosed.

I am, SIR,

Your obedient Servant,

J. PATTEN MACDOUGALL,
Registrar-General.

The Registrar of Births, etc.

In the following Instructions the expressions 'Chief Magistrate' and 'Town Clerk' are only applicable to the Registrars in Edinburgh, Glasgow, Dundee, Aberdeen, Greenock, Paisley, Leith, and Perth. In all the other Districts the work of the Census is conducted through the medium of the Sheriff and Sheriff Clerk.

INSTRUCTIONS

TO

THE REGISTRAR

AS TO HIS DUTIES IN TAKING THE CENSUS.

Approved by His Majesty's Secretary for Scotland.

Formation of Enumeration Districts.*

1. In order to secure the Enumeration of the whole of the Population in your District on one day, it falls to be sub-divided into Enumeration Districts. These Enumeration Districts as sub-divided at the Census of 1901 are set forth in the Plan of Division applicable to that Census which has already been before you.†

2. It is generally desirable to retain, as far as suitable, the same Enumeration Districts as were used in the previous Census, especially in rural districts, in the denser parts of Towns, and in localities where no great change in the Population has taken place.

3. You will therefore revise the former Plan of Division carefully, with a view to render the description of each of the Enumeration Districts applicable to the present time, and as distinct as possible. Should any great changes have taken place in your District since 1901, you will frame a new Plan of Division.

* In view of the preliminary preparation of the Plans of Division which has been carried out in pursuance of the Registrar-General's Circular Letter of August last, the Plan of Division for each District will call for final revision only. Nevertheless it is considered desirable that the Instructions relative to the Formation of Enumeration Districts should be printed for convenience of reference in a comprehensive manner as formerly.

† No such Plan of Division can, of course, be transmitted in the case of Registration Districts erected since 1901.

4. Where, from the increase of the Population, an Enumeration District, as formed in 1901, has grown too large, you will either divide it into two, or transfer parts of it to adjoining Districts, or if the increase has taken place in two or more adjoining Enumeration Districts, you will proceed to re-arrange them in the way most convenient for Enumeration.

5. As a general rule, it may be assumed that an efficient Enumerator will be able to deal with from 200 to 300 Houses in Towns; and where he will not have to travel more than fifteen miles in visiting a small number of Families in rural districts, the District will not be too large.

6. An unnecessarily small Enumeration District should, wherever possible, be amalgamated with another District, or be divided among other Districts.

7. In order to divide your Registration District in the most convenient manner, bear in mind that every **Civil Parish, Parish Ward, Ecclesiastical Parish, Quoad Sacra Parish, School Board District, Parliamentary Burgh, Municipal Burgh or Police Burgh**, (and each **Ward** of any Burgh so sub-divided), **Parliamentary Constituency, Special Water, Drainage, Lighting, or Scavenging District**, as well as every **Inhabited Island**, within the District, is to be distinctly indicated in the Plan of Division, and also in the Enumeration Books. It is, therefore, of the utmost importance that the Enumeration Districts should be formed with strict reference to the boundaries of those local subdivisions, and in such a manner that the required information respecting each of them may be readily and accurately obtained from the Enumeration Books. Where a Municipal Burgh is also a Parliamentary Burgh, and the boundaries are not the same, the different limits ought to be carefully distinguished. **In all cases, the various Local Sub-Divisions must form the basis of your Plan of Division.**

8. Where a Registration District contains two or more Parishes or parts of Parishes, separate Enumerators ought to be appointed for each Parish or part. In the case of Districts which are partly Landward and partly Burghal, one or more Enumerators should be appointed for the Landward and Burghal portions respectively; and where a Parish is situated in more than one County, the parts within each County ought to be enumerated by different persons.

9. The Governor, Master, or Chief Resident Officer, Manager, or other person in charge of any Prison, Poorhouse,

Hospital, Lunatic Asylum, or Public or Charitable Institution, or other large Establishment, in which upwards of 100 persons usually reside, shall, subject to the Registrar-General's approval, be the Enumerator of the population of such Institution or Establishment. In Barracks containing more than 100 Soldiers, the Barrack-Master or Quarter-Master shall be the Enumerator.

10. If you have been supplied through the Census Office with an Ordnance Map or Maps of your District, or are otherwise in possession of such map or maps, it would be an advantage if the boundaries of the Enumeration Districts were laid down thereon distinctly. If this can be conveniently done, it will enable you and the Sheriff (or Town) Clerk to see clearly how your District has been divided, *and to make sure that no part has been omitted*. It will also enable you to explain his work to each Enumerator, who might get a Sketch or Map of his District. No charge, however, can be allowed for maps or tracings.

11. In order, as far as possible, to prevent mistakes being made by Enumerators, special attention must be paid to the following point. Owing to alterations in the area of various Civil Parishes having been made under authority of the Local Government Acts, by Orders of the Boundary Commissioners and of the Secretary for Scotland, the boundaries of Civil Parishes in a considerable number of cases do not now coincide with the boundaries of Ecclesiastical Parishes. An Enumerator who has not made himself thoroughly acquainted with the respective Civil and Ecclesiastical boundaries in his District is very likely in such cases to assume without inquiry that a house situated in a given Civil Parish is also situated in the Ecclesiastical Parish of the same name. In order to avoid this error the Registrar, in his description of each Enumeration District, should mention for the guidance of the Enumerator the existence of any detached portion of an Ecclesiastical Parish now situated in an adjoining Civil Parish, or of any part of a Civil Parish which was formerly another Civil Parish or part of another Civil Parish, so that the Enumerator may clearly distinguish such portions in his Enumeration Book.

12. You will see that the enumeration of persons in canal boats and barges in inland or other waters (*not within the limits of any Port within the jurisdiction of His Majesty's Customs*) is duly provided for in your Plan of Division.

13. Having carefully considered the division of your District in conference, if necessary, with the Sheriff or Chief

Magistrate* (whose duty it is to revise your work), you will, with the Plan of Division for 1901 before you, set forth in the accompanying Blank Form for Plan of Division the particulars of each Enumeration District as proposed by you. In the space for the purpose, you will take care to insert the best approximate estimate you can give of the number of Families in each.

14. You must insert the names of all Public Institutions and large Establishments, including Common Lodging-Houses, of every kind in your District in the Form provided for the purpose, and return the same to the Registrar-General, *before Saturday, the 14th of January*. You must also on the same Form supply a return of large Hotels, Inns, and other Establishments for the enumeration of which large Schedules, to contain more than 20 names, are required; and state also the number of "Schedules for Vessels" which you are likely to require for the enumeration of persons in boats and barges in inland waters.

15. After having divided your District in conformity with these instructions, you must transmit your Plan of Division to the Sheriff Clerk *before Wednesday, the 1st of February next*, with the view of obtaining the Sheriff's approval. Where, however, the District is situated* in Edinburgh, Glasgow, Dundee, Aberdeen, Greenock, Paisley, Leith, or Perth, the Plan must be sent to the Town Clerk for the approval of the Chief Magistrate. Where a District is partly in two Counties, the Plan ought to be transmitted to the Sheriff Clerk of the County (or Division of the County) in which such District is held to be situated for the purposes of the Registration Acts. The Plan will be forwarded by the Sheriff (or Town) Clerk, before the 11th of February, to the Registrar-General, to enable him to prepare the requisite Books and other Documents, and immediately after its return to you, you will proceed with the other necessary arrangements.

Appointment and Qualifications of Enumerators.

16. Every person proposed for appointment as an Enumerator must be intelligent, trustworthy, and active; he must *write well*, and have some knowledge of arithmetic; he must

* In view of the preliminary preparation of the Plans of Division which has been carried out in pursuance of the Registrar-General's Circular Letter of August last, the Plan of Division for each District will now call for final revision only. Nevertheless it is considered desirable that the Instructions relative to the Formation of Enumeration Districts should be printed for convenience of reference in a comprehensive manner as formerly.

not be infirm, nor of such weak health as to render him unable to undergo the requisite exertion; he should not be younger than 18 years of age nor older than 65; he must be temperate, orderly, and respectable, and be such a person as is likely to conduct himself with strict propriety and civility in the discharge of his duties. It is not absolutely necessary that he should reside within your District; but he must make himself well acquainted with the District and the local boundaries within which he will be required to act; and it will be a further recommendation if his occupation is such as adds to his fitness for the office. He must himself be prepared to undertake the delivery of the Schedules in the week commencing 27th March, as well as their collection on Monday, the 3rd of April. Any clergyman or any professional man who takes an interest in the people of the place might be invited to act as an Enumerator; but except under the special circumstances afterwards set forth (para. 20), *you yourself must not act in that capacity*. Women are not ineligible for appointment as Enumerators.

17. Under the 13th Section of the Census Act, Inspectors and Assistant Inspectors of Poor shall be bound to act as Enumerators within their respective parishes and combinations if required by you to do so, and for so acting they will be entitled to the allowances assigned to Enumerators. Should any deficiency in the requisite number of Enumerators be likely to occur, it will be your duty to apply to these officials, informing them that the Act of Parliament requires their services under a penalty not exceeding £5 in case of refusal. Such application, however, will only be necessary in case you find a difficulty in obtaining the voluntary services of a sufficient number of properly qualified Enumerators; and if you yourself should happen to hold the office of Inspector or Assistant Inspector of Poor, it will not be competent for you to act as an Enumerator, except under the circumstances already referred to.

18. You will give in with your Plan of Division a List of Persons proposed by you to act as Enumerators, and duly qualified according to these instructions; and such persons, when approved of by the Sheriff (or Chief Magistrate), will be formally appointed by you.

19. On the return of your List of Enumerators with approval, you will, as soon as you can, request each Enumerator to sign the accompanying Form of Agreement, and after such acceptance he is bound to act, and will be subject to a fine in case of subsequent refusal without reasonable cause.

The List ought to be returned to you by the Sheriff (or Town) Clerk by the 11th of February. You will be afterwards furnished with a suitable number of Forms of Appointment, one of which you will give to each Enumerator.

20. Should any of the Enumerators nominated be unable, from any cause, to act, you must appoint others forthwith, who must be approved by the Sheriff (or Chief Magistrate). If a vacancy should occur so near the Census Day as to prevent your obtaining such approval, you must yourself secure the services of a competent person to act as Enumerator; or, *if absolutely necessary*, must act yourself. In that case, remuneration will be awarded to you, as in the case of ordinary Enumerators, according to the Table of Allowances.

Other Duties prior to the Day of Taking the Census.

21. When the **Enumerators** have signed the **Agreement** you must take steps to furnish each of them with the following Documents:—

- (a) **Appointment.**—Each Enumerator must be furnished with an Appointment under your hand on one of the Forms supplied for the purpose.
- (b) **Enumerator's Instruction and Memorandum Book.**—Each Enumerator must be furnished with one copy of the Enumerator's Instruction and Memorandum Book, which contains his Instructions, together with ruled spaces for his assistance in delivering and collecting the Schedules. He must be enjoined to study these Instructions attentively. A clear written *Description of the Boundaries and Contents of the Enumeration District* is to be inserted by you in the space provided in the Instruction and Memorandum Book furnished to each Enumerator.
- (c) **Enumeration Book.**—Give to each Enumerator the Book which bears on the outside the same number as is inserted in the Plan of Division preceding the Description of each Enumeration District.
- (d) **Schedules.**—You must give the Enumerator as many of the ordinary Schedules as will enable him to leave one, at least, for each *Occupier or Lodger* whose Family consists of not more than 20 persons, *and to have a few remaining*

Schedules in reserve; also a sufficient number of the Special Schedules intended for the use of large establishments, for Hotels,* and for such Public Institutions as are to be enumerated by him, and not by the Governor or Head. *Schedules for Vessels* in Inland Waters to be also furnished when required. If you find that you have not a sufficient supply of Schedules, of whatever description, you must *immediately* apply to the Registrar-General for a further quantity.

(e) **Form E. 4**, for reporting to you when all the Schedules have been collected.

(f) **Form** of Enumerator's Claim for Allowances.

22. It is desirable that, as soon as convenient after the Enumerators have been supplied with their Books and Forms, you should have an interview with each of them. You will then ascertain that each understands the exact boundaries of his Enumeration District, and his duties in all other respects; and you will afford any explanation which may be desired; and if you yourself require for that purpose information upon any point which seems to you unexplained or doubtful, you will write to the Registrar-General for advice.

When an Enumeration District extends into more than one civil parish, ecclesiastical parish, municipal ward, or Parliamentary division, it is important that all the Schedules relating to one division should be delivered before those relating to another, and you must instruct the Enumerator to do this wherever practicable.

23. **Books for Public Institutions, etc.**—If there is within your District any Public Institution or large Establishment to be enumerated by the Resident Governor or Head, you must convey to such Governor or Head an "Enumeration Book for an Institution or large Establishment"; at the same time informing him that it is his duty to make a correct return of all the officers, inmates, and all other persons in the Institution, and that he will receive remuneration for so doing, according to the Table of Allowances.

24. **Persons on board Vessels, etc., in Ports.**—The Officers of His Majesty's Customs have been instructed

* To facilitate the Enumeration of Hotels, Hotel Managers, should they desire it, may be supplied with ordinary Schedules for the use of persons residing there; but where those Schedules are used, Hotel Managers must nevertheless transcribe on the Hotel Enumeration Book or Hotel Schedule, as the case may be, all the particulars set forth on the individual Schedules in question; and both the Hotel Enumeration Book or Schedule, together with all other Schedules (whether used or unused), must be delivered to the Registrar or to the ordinary Enumerator of the district, as the case may be.

to enumerate persons on board Ships, Fishing Smacks, and Vessels of all kinds (except those belonging to the Royal Navy, which will be enumerated through the Admiralty) *in the Ports, Harbours, and Docks* in Scotland, on Monday, April 3rd, and will forward the returns collected direct to the Registrar-General.

25. Persons in Boats, Barges, etc., on Canals, Rivers, and Inland and other Waters.—The enumeration of Persons in Boats, Barges, and other small craft in inland and other waters not within the limits of any Port *within the jurisdiction of His Majesty's Customs*, must be provided for by making such canals and navigable waters well-defined parts of the Enumeration Districts, and must be performed by the Enumerator of the District in which the boats lay during the night of Sunday, April 2nd. The officers of Canal Companies, Piermasters, and others should be communicated with, and requested to afford any aid they can.

26. Persons not dwelling in Houses, but who passed the night of Sunday, April 2nd, in Barns, Sheds, Tents, etc. The Police have been asked to assist in the enumeration of persons who passed the night of the Census in barns, sheds, caravans, tents, etc., or in the open air; and you should accordingly confer with the local police with a view to securing their active co-operation in the enumeration of all such persons.

Duties on and after Monday, April 3rd.

27. On April 3rd, watch the progress of your Enumerators.

28. Report by Enumerators.—On Tuesday, April 4th, you should receive from each Enumerator a report on Form E. 4, stating that he has completed the collection of the Schedules in his Enumeration District. Should an Enumerator notify you that he has been unable to collect all his Schedules, or should he fail to forward Form E. 4, you must at once give the matter your personal attention, and take whatever steps may be necessary.

29. Refusal to fill up Schedule.—Should any Enumerator report to you a case of a refusal to fill up the Schedule you should call on the refractory person and by personal persuasion endeavour to obtain the necessary particulars. If your efforts are unsuccessful report the matter at once to the Census Office.

30. Between the 3rd April and the 10th April, procure from every Enumerator in your District—

- (a) The Schedules collected by him, *unfolded* and arranged in consecutive order, from No. 1 to the last No. entered in his Enumeration Book.
- (b) All unused Schedules. These are to be destroyed.
- (c) The Enumeration Book, in which the particulars from the Schedules have been correctly entered.
- (d) The Instruction and Memorandum Book.
- (e) The Enumerator's Claim for his Allowances.

31. You must yourself procure from each Institution or large Establishment within your District where an Institution Enumeration Book has been supplied, the book properly filled up by the Chief Resident Officer or Head, with his Claim for Allowances.

32. Your next business will be the EXAMINATION AND REVISION OF THE ENUMERATION BOOKS; and, in doing this, you should be careful—

- (a) To see that the handwriting of each Enumeration Book is clear and legible.
- (b) To see that the name of the **Civil Parish, Parish Ward, Ecclesiastical Parish, Quoad Sacra Parish, School Board District, Parliamentary Burgh, Municipal Burgh or Police Burgh**, (and each Ward of any Burgh so sub-divided), **Parliamentary Constituency, Special Water, Drainage, Lighting, or Scavenging District**, as well as every **Inhabited Island**, is correctly entered in the appropriate compartment at the top of each page; and also that the population pertaining to all such Local Sub-Divisions is clearly indicated in the Enumeration Book, in accordance with the Instruction prefixed thereto.
- (c) To ascertain, by separate examination and by comparison of the Enumeration Book with the Memorandum Book, and by inquiry, that no house within the District has been omitted, nor any inmate of any house; and if you find that any persons have been omitted, you must require the Enumerator to make the return complete before you sign the certificate by which he will become entitled to receive his remuneration.
- (d) To see that the lines for the purpose of distinguishing houses and separate occupiers are distinctly and correctly drawn, as prescribed by the Instruction in the Enumeration Book, and by the

Example; and that the entries in the several columns are not at variance with each other.

- (e) To see that all the particulars ascertained respecting Houseless Persons are duly entered in the Enumeration Book, with any necessary explanatory notes, stating, among other things, places where they were observed, and sources of information.
- (f) To see that the *ages* of the persons enumerated are inserted in the proper columns headed "*Males*" and "*Females*" so that no person's sex may be inaccurately stated. If the age of any person is left *blank*, ask the Enumerator if he can state the *probable age*, and if so, supply the omission, writing "*probable age*" against the figures.
- (g) To see that the entries in the Column headed "*Gaelic*" are confined to persons aged three years and upwards.
- (h) To see that entries are made in Columns *n-p* for each woman described as "*Married*" in Column *m*; if no children have been born alive, the word "*None*" should be written in Column *o*.
- (i) To see that the columns headed "*Profession*" or "*Occupation*" have been properly filled up, in accordance with the Instructions on the back of the Schedule.
- (k) To see that the Totals of Schedules, Houses, Windowed Rooms, and Persons at the foot of each page have been correctly entered by the Enumerator; that the Abstract of Totals has been accurately made; also that the Summaries have been accurately filled in.

33. The same process of examination must be pursued, as far as circumstances admit, with respect to the Enumeration Books received from INSTITUTIONS and LARGE ESTABLISHMENTS.

34. Statutory Declaration to be made by Enumerators.—Section 11 of the Census Act provides that every Enumerator must make a Statutory Declaration to the effect that the returns furnished by him are correct, and that they have been truly and faithfully taken in accordance with his instructions. The form of Declaration is given on the last page of the Enumeration Book and of the Book used for enumerating inmates of Institutions and other large Establishments. The Declaration, which is exempt from Stamp Duty, should be made before you, when the Enumerator delivers to you his Schedules and other Census documents.

35. Having completed your examination and revision, and satisfied yourself that the Instructions have been punctually fulfilled by the Enumerator and that all inaccuracies in his Book have been corrected and omissions supplied, you will proceed to fill in Table II., page iv, and then sign the Certificate on page vi of the Enumeration Book. You should, moreover, bear in mind that your claim to the additional bonus allowance, to be awarded at the discretion of the Registrar-General, will mainly depend on the thoroughness of your examination and revision of the Enumeration Books.

36. Registrar's Summary.—Then proceed to make out a Summary of the Total Population in your District, and of the other particulars required, upon the Form supplied for that purpose. When completed, and carefully checked, the Summary should be forwarded direct to the Registrar-General with the least possible delay in the envelope specially provided.

37. Confidential Nature of Returns.—Your special attention is directed to Section 12, Sub-section 3 of the Census Act (printed at the end of this Book), which states:—"If any person employed in taking the Census communicates, without lawful authority, any information acquired in the course of his employment, he shall be guilty of a breach of official trust within the meaning of the Official Secrets Act, 1889, and that Act shall apply accordingly." You will, therefore, bear in mind that the Schedules are to be regarded as strictly confidential. The facts will be published in General Abstracts only, and due care will be taken that the returns are not used for the gratification of curiosity, or for purposes other than those of the Census. All Census Officers are, therefore, strictly forbidden to give publicity to any portion of the contents of the Schedules, or to allow the Schedules or the Enumeration Books to be examined or copied by any unauthorised persons for any purpose whatever.

38. Claims for Allowances.—Obtain from each Enumerator, on the proper printed Form, his Claim for the Allowances to which he is entitled according to the authorised Table. This applies also to the Chief Resident Officers or Heads of such Institutions and large Establishments as are not enumerated by the ordinary Enumerator. You will receive special instructions as to the verification and settlement of these claims.

Make out a similar claim for the allowances due to yourself.

Delivery and Transmission of Documents to the Sheriff (or Town) Clerk, and to the Registrar-General.

39. Having signed the Certificates to the Enumeration Books, obtained and verified the Enumerators' Claims, and prepared your own, you must attend upon the Sheriff (or Town) Clerk, at such time and place as he may appoint, not later than the 22nd of April, with the whole of the documents specified in paragraph (c.) under the heading "Documents," all arranged in numerical order.

40. The "**Registrar's Summary**" of the Population is to be transmitted by you direct to the Registrar-General immediately upon its compilation—(see Instruction 36). The Schedules are also to be forwarded by you direct to the Registrar-General as the Enumeration Books in which they are entered are examined and certified by you, in packets addressed to "The Registrar-General, Edinburgh," with the words "Schedules," and the name of your District, distinctly written thereon. Except in the case of Insular and other remote Districts, they are NOT to be sent by Post, but by Railway, by Carrier, by Parcels Delivery Company, or by any other less expensive conveyance. The carriage will be paid on delivery. *Unused* Schedules do not require to be transmitted, and ought to be destroyed.

Documents.

(a) Documents to be distributed by the Registrar

To Each Enumerator in his District :—

1. Form of Appointment.
2. Instruction and Memorandum Book, with a description of the boundaries and contents of the Enumeration District transcribed therein.
3. Enumeration Book, numbered according to the number of the Enumeration District in the Plan of Division.
4. Form E. 4, for reporting Collection of Schedules.
5. Form of Claim for Allowances.
6. As many Schedules (ordinary and special) as will enable the Enumerator to leave one at least with each Occupier in his District, and to have a few in reserve; also Schedules for Vessels, if required.

To the Chief Resident Officer or Head of each Institution or Large Establishment for which he is to be the Enumerator:—

1. Enumeration Book for an Institution or Large Establishment.
2. Form of Claim for Allowances.

(b) Documents to be received by the Registrar before Monday the 10th April 1911

From Each Enumerator :—

1. The Schedules collected by the Enumerator, *unfolded* and arranged in proper order and fastened together with a piece of tape or twine passed through the hole pierced in each Schedule.
2. All unused Schedules.
3. The Enumeration Book made complete.
4. The Enumerator's Instruction and Memorandum Book.
5. Enumerator's Claim for Allowances.

From Governors or Heads of Institutions, etc. :—

1. The Enumeration Book.
2. Claim for Allowance due to the Chief Resident Officer or Head.

(c) Documents to be delivered or forwarded by the Registrar before Saturday the 22nd April 1911

To the Sheriff (or Town) Clerk :—

1. All the Enumeration Books for the District (including those for Public Institutions, etc.), arranged in numerical order.
2. The Enumerators' Instruction and Memorandum Books, also arranged in numerical order.
3. The Plan of Division of the District into Enumeration Districts.
4. The List of Enumerators.
5. The Enumerators' Claims for Allowances verified by the Registrar.
6. The Registrar's own Claim for Allowances, with statement of population attached.
(See Instructions, 38 and 39.)

To the Registrar-General, Edinburgh :—

1. The "**Registrar's Summary**" of the Population (see Instruction 36).
2. All the Schedules, *unfolded* and arranged in order. (See Instruction 40.) Shipping Schedules should, however, be forwarded separately by post.

Table of Allowances.

To be made to the several Sheriff (or Town) Clerks, Registrars, and Enumerators employed in the execution of the Act for taking the Census of Scotland, 1911,

Sanctioned by the Lords Commissioners of His Majesty's Treasury.

SHERIFF (OR TOWN) CLERK.

For duly performing all his duties in taking the Census.—

A fixed Fee of £ s. d.
6 0 0

And an additional Fee at the rate of *Two Shillings* for every 1000 persons properly enumerated over and above the first 10,000 in his District.

[A proportional fraction of 2s. to be paid for each part of 1000 over and above 10,000.]

£

REGISTRAR.

For duly performing all his duties in taking the Census:—

£ s. d.
4 0 0

A fixed Fee of
And an additional Fee at the rate of *One Shilling* for every 100 persons properly enumerated over and above the first 1200 in his District.

And an additional Bonus not exceeding *Sixpence* per 100, counting from zero, may be conferred, at the sole discretion of the Registrar-General, in those cases where the Registrar has, by attention in the arrangement of Enumeration Districts, by care in the selection and supervision of Enumerators, and by accuracy in revision of their work, facilitated the compilation of the Census returns at the Central Office.

[Proportional parts of 100 will be paid for at the same rate in each case.]

[The payment of the Bonus will be deferred until the tabulation at the Census Office has sufficiently advanced to afford a test of the general character of each Registrar's work.]

£

ENUMERATOR.

For delivering and collecting the Schedules, copying

the Schedules correctly into the Enumeration Book, and duly performing his other duties in taking the Census:—

£ s. d.
1 1 0

A fixed Fee of
And an additional Fee at the rate of *Three Shillings and Sixpence* for every 100 Persons duly enumerated over and above the first 400 in his District.

[A proportional fraction of 3s. 6d. to be paid for each part of 100 over and above 400.]

And an additional Allowance of *Sixpence* for every mile above five miles necessarily traversed by the Enumerator in visiting every house within his District for the purpose of *delivering* the Schedules; and a further sum of *Sixpence* for every mile above five miles necessarily traversed by him in *collecting* the said Schedules.

[In reckoning the Mileage, only the number of miles above five necessarily traversed between the *first and the last house visited* must be taken into account; the distance traversed by the Enumerator in going to the first house, and from the last house to his own home, must, therefore, not be included in either calculation. No charge will be allowed for any fractional part of a mile.]

Also for additional duties in connection with the Specification of the number of Windowed Rooms

0 5 0
£

ENUMERATOR OF A PUBLIC INSTITUTION OR OTHER LARGE ESTABLISHMENT.

For duly performing all his duties in taking the Census:—

s. d.
10 6

A fixed Fee of
And an additional Fee at the rate of *Two Shillings and Sixpence* for every 100 persons duly enumerated over and above the first 300 inmates of the Institution

[A proportional fraction of 2s. 6d. to be paid for each part of 100 over and above 300.]

£

J. PATTEN MACDOUGALL,
Registrar-General.

CENSUS OFFICE,
NEW REGISTER HOUSE, EDINBURGH.

INSTRUCTIONS TO ENUMERATOR

(As contained in the Enumerator's Instruction and Memorandum Book).

1. The Books, Forms, and Schedules to be supplied to you by the Registrar are as follows:—

- (a) A Form of Appointment.
- (b) This Instruction and Memorandum Book, containing instructions which you should study at once.
- (c) An Enumeration Book, into which the Schedules are to be transcribed after the Enumeration.
- (d) Form E. 4, for reporting to the Registrar when all the Schedules have been collected.
- (e) Form on which your claim for payment must be made.
- (f) Schedules, printed in black, for use of families not exceeding 20 persons.

If necessary you will also receive

- (g) Large Schedules, printed in black, for use of families and establishments exceeding 20 persons. These Schedules are in two sizes with space for 40 names and 100 names respectively.
- (h) Schedules, printed in red, for Institutions. These Schedules are in two sizes with space for 40 names and 100 names respectively.
- (j) Schedules, printed in blue, for Vessels, &c.

2. Personal responsibility. The Agreement to act as an Enumerator having been signed by you, and your appointment having been approved by the Sheriff (or Chief Magistrate*), you are responsible for the performance of all your Census duties in person, under the direction and control of the Registrar.

—You are liable to a Fine of Five Pounds, if you neglect or refuse to perform those duties.

*Applicable only to the Burghs of Glasgow, Edinburgh, Dundee, Aberdeen, Paisley, Greenock, Leith, and Perth.

DUTIES BEFORE SATURDAY, MARCH 25th.

3. Study of Instruction and Memorandum Book, Enumeration Book, and Schedules. Make it your first business to read carefully the instructions in this Book, in conjunction with the Enumeration Book and Schedules, and consult the Registrar if any point is not quite clear to you. Then study the instructions and examples on the Schedule and acquaint yourself with the manner in which it should be filled up in order that you may be competent to answer questions that may be put to you and to revise the Schedules when returned to you.

Your attention is directed to the following points:—

The Schedule must include:—

- (a) Every person in the dwelling on the night of Sunday, April 2nd, and alive at midnight.
- (b) Any person who, although not in the dwelling during the Census night, arrived on the morning of Monday, April 3rd, and had not been enumerated elsewhere. For example, Policemen, Railway men, Watchmen, and others on night duty, and persons travelling on the Census night, must be included in the Schedule for the dwelling to which they return on the Monday morning.

The Schedule must not include:—

- (a) Any person who had died before midnight on the Census night.
- (b) Any child born after midnight on the Census night.
- (c) Any resident who was absent on the Census night and did not return in the morning.
- (d) Any person who had been enumerated elsewhere.

Columns 7-9. Duration of, and Number of Children born to, present Marriage. You will observe that particulars are required from each married woman respecting her present or existing marriage only. You must be very careful to avoid giving offence when putting any questions that may be necessary in reference to these columns.

Column 11. Industry or Service with which worker is connected. The information asked for in this column is required, in addition to the information as to personal occupation in Column 10, for the purpose of ascertaining for each industry or service how many persons are employed both therein and in connection therewith.

Windowed Rooms. A compartment is specially provided on the back of the Schedule for entering the number of rooms with one or more windows in the dwelling occupied by each family or lodger. Every effort must be made by you to fill up the compartment accurately. In reckoning the number of windowed rooms, the kitchen, if any, must be taken into account, but rooms with a borrowed light are not to be included, nor lobbies, closets, sculleries, or rooms occupied for office or other business purposes.

4. Boundaries and Contents of Enumeration District. Acquaint yourself thoroughly with the boundaries and contents of your District as set out on pages ii. and iii. of this Book, and make certain that you know exactly the area for which you are responsible. The Registrar may have an Ordnance Map of his District on which he may show you the boundaries of your Enumeration District or afford you facilities for referring to it. If you have a District in one of the larger Burghs you should go over the ground before you begin to deliver the Schedules.

Should your District extend into more than one local sub-division, as, for instance, into more than one civil parish, or into more than one ecclesiastical parish, or be partly in one parish ward and partly in another, or be partly in a special lighting district and partly out of it (*see* pages ii. and iii.), ascertain precisely what buildings are included in each local sub-division.

5. Preparation of Schedules. Enter on each Schedule in the space provided for the purpose, the number of the Registration District, and of the Enumeration District. This duty must be completed before you commence to deliver the Schedules. (For these numbers, *see* cover of this Book.)

DELIVERY OF SCHEDULES.

Monday, March 27th, to Saturday, April 1st.

6. Route to be taken. Take particular care to arrange a convenient route by which you can visit every dwelling and enumerate every person within your district. Be on your guard that no separately occupied back premises are omitted. Should your District extend into more than one civil parish, parish ward, ecclesiastical parish, municipal ward, etc. (*see* pages ii. and iii.), consult the Registrar as to the order of delivering the Schedules.

7. Articles to be carried with you.

- (1.) This Instruction and Memorandum Book.
- (2.) A supply of Schedules of each kind.

- (3.) A fountain pen, indelible pencil, or pen and ink with blotting paper.
- (4.) A suitable bag in which to carry the Schedules.

8. Persons who are to receive Schedules printed in black.

- (a) Every Head of a Family occupying the whole or part of a house.

NOTE:—A “Family” is held to include a man, and his wife and children (if any), also any Relatives, Visitors, Servants, and persons boarding with the family and residing together under one roof.

- (b) Every Separate Lodger occupying a room or rooms in a house and not boarding with a family in the house. When two or more lodgers share a room or rooms they must be treated for Census purposes as a “Family.”
- (c) Every Resident Caretaker of a house otherwise unoccupied, of a shop or of other business premises, or of a public building.
- (d) Every Outdoor Servant (with or without family) occupying separately any building, or rooms in a building, such as a Lodge, Gardener’s Cottage, Dwelling Rooms over a Coach-house or Stable, etc., which is detached from the house to which it belongs, or has no internal communication therewith.
- (e) Every Resident Proprietor, Manager, or Head of an Hotel, Club, Business Establishment, School, etc., unless the Registrar has notified you that he has appointed such person to act as the Enumerator of the establishment. Attention should be directed to the fact that the Schedule must include any person who arrives on the morning of Monday, April 3rd, not having been enumerated elsewhere.

A large Schedule must be left for a family or establishment where the number of persons to be enumerated exceeds 20. Ascertain if a Schedule with space for 40 or 100 names is required.

9. Persons who are to receive Schedules printed in red. The Chief Resident Officer, or Head of every Institution (such as a Hospital, Lunatic Asylum, Poorhouse, Reformatory School, Conventual Estab-

lishment, Orphanage, Barrack, Common Lodging-House, etc.), unless the Registrar has notified you that he has appointed such person to act as the Enumerator. All persons residing within the grounds of the Institution are to be included in the Institution Schedule.

10. Persons who are to receive Schedules printed in blue. The **Master** or **person in charge** of every Barge, Boat, or other vessel lying in any canal, river or other water outside the limits of any port within the jurisdiction of His Majesty's Customs, and which the Registrar has instructed you to include within your Enumeration District.

As boats, barges, etc., may change their position, it may be necessary for you to deliver Schedules to the Masters of some of them early on the morning of Monday, April 3rd.

11. Insufficient Supply of Schedules. If the number of Schedules of any kind furnished to you is not sufficient, apply to the Registrar at once for a further supply.

12. Enumeration of Dwellings and Buildings. As you proceed with the delivery of Schedules, you must enumerate in the Memorandum Book the HOUSES, carefully distinguishing those inhabited, uninhabited, and building, in conformity with the "Directions as to the mode of using the Memorandum Book," (see Memorandum Book, page 12), reckoning as a SEPARATE HOUSE every dwelling (1) with a distinct *Outside Entrance* from a street, court, lane, road, etc.; or (2) with a *door opening directly into a Common Stair or Passage*; but if any such dwelling is sub-divided and occupied by different families, it must be reckoned as only one house.

13. Entries in the Memorandum Book and on Schedules at time of delivery. Before delivering any Schedule, write on it, in the proper space, the name and address of the Head of the Family or Occupier for whom it is left. For your assistance in the delivery of the Schedules you are to use the "Memorandum Book" in the manner indicated in the Directions prefixed thereto (see page 12 and Examples on pages 13 to 15).

14. Courteous and conciliatory manner essential. It is of the utmost importance that your manner should be courteous and conciliatory both when delivering and when collecting the Schedules. When delivering the Schedules, give any explanation that may be asked for, and request that each Schedule may be ready, with the answers written in the proper Columns, early on the morning of Monday, April 3rd.

COLLECTION OF SCHEDULES.

Monday, April 3rd.

15. Articles to be carried with you.

- (1.) This Instruction and Memorandum Book.
- (2.) A supply of Schedules of each kind.
- (3.) A fountain pen, indelible pencil, or pen and ink and blotting paper.
- (4.) A bag in which to place the Schedules as collected.

16. All Schedules should be collected on Monday, April 3rd. You must begin to collect the Schedules early on the morning of Monday, April 3rd. If at the end of the day any Schedules unavoidably remain uncollected, you must collect them as early as possible on Tuesday, April 4th.

17. Entries in the Memorandum Book at time of collection. For your assistance in the collection of the Schedules you are to use the "Memorandum Book" in the manner directed in the Instructions prefixed thereto. (See page 12 and Examples on pages 13 to 15).

18. Schedules lost, or omitted to be supplied. Should you find that an Occupier has not received a Schedule, or that the Schedule delivered has been lost or mislaid, you must supply one from your reserve stock, and request the Occupier or person in charge of the premises to fill it up. If necessary, you must enter the particulars yourself.

19. Examination of Schedules. On collecting a Schedule, examine it in order to satisfy yourself that it has been correctly and completely filled up and signed.

Your attention is directed to the following points:—

Columns 3 and 4.—Ages. See that the ages of all males are entered in Column 3 and the ages of all females in Column 4.

Column 5.—Gaelic. See that the entries in this Column are confined to persons aged three years and upwards.

Column 6.—Whether Married, etc. See that an entry is made for all persons over 15 years of age.

Columns 7–9.—Duration of Marriage, etc. See that entries are made in these Columns for each woman described as "Married" in Column 6; if no children have been born alive the word "None" should be written in Column 8.

Column 10.—Description of Occupation. See that vague terms are not used, but that the occupation is fully described.

Column 13.—Working at Home. See that entries in this Column refer to cases of persons carrying on a Trade or Industry actually in their own homes.

Column 14.—Birthplace. If in the case of persons born in Scotland the Parish is unknown, the name of the nearest village may be stated.

Column 15.—Nationality. See that for every person born in a foreign country the nationality is stated.

Number of Windowed Rooms in the Dwelling. See that you have made the proper entry in the compartment on the back of the Schedule in all cases.

20. Incomplete or inaccurate information. If the Schedule is obviously incomplete, inaccurate or illegible, you must ask any questions necessary to enable you to complete or correct it. When making corrections a line should be drawn through the erroneous entry and the correction written legibly. No erasures should be made.

You must not omit to take an account of persons because you cannot get *all* the information required respecting them. If, for example, you can learn no more than that a person had slept in the house on the night of April 2nd, who had since gone away, and whose name was unknown, you must not fail to enter such a person in the Schedule of the house or in a separate Schedule, stating the *sex* and the *probable age*, and writing "*Not Known*," or "*N.K.*" where the name and other particulars should be.

21. Refusal to fill up the Schedule. Should any one refuse to fill up the Schedule, or to answer the questions which you are authorised to put, read to such person Section 12, Sub-section 2, of the Census Act printed on the back of this book.

Should the person still refuse to give the information, do not engage in any dispute, but write in your Memorandum Book "*Information refused*," and report to the Registrar as soon as possible.

22. Persons in Barns, Sheds, Caravans, Tents, etc. Endeavour to enumerate any persons who may have been sleeping in barns, sheds, caravans or tents, or in the open air, in your District during the Census night. Fill up Schedules for such persons with the best particulars you are able to obtain.

The Police have been asked to assist, as far as possible, in the enumeration of persons who pass the night of the Census in barns, sheds, etc., or in the open air, and you should accordingly place yourself in communication with the local officers with a view to securing their active co-operation in the enumeration of all such persons.

23. Shipping Population. If you have been instructed by the Registrar to enumerate persons on board vessels of any kind, you must be careful to include every such vessel that may be within your District on the morning of April 3rd, even though it was not within the District when you delivered the Schedules.

24. Contents of Schedules Strictly Confidential. Your special attention is directed to Section 12, Sub-section 3, of the Census Act (*see* cover of this book) which forbids you under any circumstances whatsoever to disclose to any person, other than the Registrar, the contents of any Schedule, or any statistical information acquired by you in the course of your Census duties. Any breach of this instruction will render you liable to heavy penalties.

DUTIES AFTER THE ENUMERATION.

25. Report to Registrar. Having collected all the Schedules in your District, at once fill up, and dispatch to the Registrar, Form E. 4, stating that you have completed the enumeration of the population in your District. This form must be dispatched, if possible, on the night of Monday, April 3rd, but in any case not later than Tuesday, April 4th. If any Schedules remain uncollected on Tuesday, April 4th, you must call on the Registrar **without delay** and ask for further instructions.

26. Arrangement and Numbering of Schedules. If your District is situated entirely within one civil parish, one parish ward, one ecclesiastical parish, one burgh ward, etc., *i.e.*, be undivided, arrange your Schedules and number them in the top right hand corner, in the order in which they are entered in this Memorandum Book.

But should your District extend into more than one Local Sub-division, that is, into more than one civil parish, or into more than one parish ward, or into more than one ecclesiastical parish, etc., you will arrange your Schedules in groups in such a manner that each group is an undivided unit. It is of great importance that this arrangement of Schedules into groups be carefully done, as it is only thereby that confusion can be avoided when you proceed to transfer the particulars to the Enumeration Book. Having arranged the Schedules into groups, number the Schedules consecutively, and include at the end of each group the Institution and Shipping Schedules, if any, which belong to that group.

27. Final Examination and Revision of Schedules. When you have arranged and numbered all your Schedules as directed in Instruction 26, carefully

examine and, if necessary, correct the entries on each Schedule in accordance with the following directions:—

- (a) Make certain by reference to the Christian names in Column 1 and to the relationship to the head of the family in Column 2 that the ages of all the males are entered in Column 3, and of all the females in Column 4.

Great attention must be paid to this point in order that accurate totals of males and females respectively may be obtained.

- (b) Examine the rest of the Columns on the Schedule; in cases where the information is defective, you must make the necessary enquiries from the Occupier in order to enable you to correct or complete the Schedule (*see* Instruction 20 as to method of making corrections).

28. Transcription of Schedules into Enumeration Book. The requisite information concerning all the houses and inhabitants of your District having been obtained, your next business will be to enter very legibly the particulars recorded on every Schedule into the ENUMERATION BOOK, which must be done *in strict conformity with the instructions given therein*.

29. Delivery of Schedules and Documents to the Registrar. Having entered the "persons not in houses," cast up the totals, and made the Enumeration Book as correct and clear as possible, you must, *on or before the 10th day of April 1911*, transmit the following documents to the Registrar:—

- (a) All the Schedules *unfolded* and arranged in order from No. 1 to the last No., as entered in the Enumeration Book, fastened together with a piece of tape or twine passed through the hole pierced in each Schedule.
- (b) All the unused Schedules in a separate parcel.
- (c) Your Enumeration Book.
- (d) Your Instruction and Memorandum Book.
- (e) Your claim for payment.

If upon Examination the Registrar finds that you have duly performed your duties, he will append to your claim a certificate which will entitle you to receive payment for your services according to the scale of allowances sanctioned by the Lords Commissioners of His Majesty's Treasury.

30. Statutory Declaration. Section 11 of the Census Act provides that you must make a Statutory Declaration before the Registrar to the effect that the returns furnished

by you are correct, and that they have been truly and faithfully taken in accordance with your instructions. The form of Declaration is given on the last page of your Enumeration Book.

31. Payment to Enumerators. If after examination of your work it is found that all your Census duties have been satisfactorily performed, the Registrar will sign the Certificate at the foot of your claim for payment, and you will, in due course, be paid the sum authorised by the Lords Commissioners of H.M. Treasury, according to the following scale:—

For delivering and collecting the Schedules, copying the Schedules correctly into the Enumeration Book, and duly performing your other duties in taking the Census:—

	£	s.	d.
A fixed Fee of	1	1	0

And an additional Fee at the rate of *Three Shillings and Sixpence* for every 100 persons duly enumerated over and above the first 400 in your District.

[A proportional fraction of 3s. 6d. to be paid for each part of 100 over and above 400.]

And an additional Allowance of *Sixpence* for every mile above five miles necessarily traversed by you in visiting every house within your District, for the purpose of *delivering* the Schedules; and a further sum of *Sixpence* for every mile above five miles necessarily traversed by you in *collecting* the said Schedules.

[In reckoning the Mileage, only the number of miles above five necessarily traversed between the *first and the last house visited* must be taken into account; the distance traversed by the Enumerator in going to the first house, and from the last house to his own home, must, therefore, not be included in either calculation. No charge will be allowed for any fractional part of a mile.]

Also for additional duties in connection with the Specification of the number of Windowed Rooms

0 5 0

£

J. PATTEN MACDOUGALL,
Registrar-General.

CENSUS OFFICE,
NEW REGISTER HOUSE, EDINBURGH.

INSTRUCTIONS

REGARDING THE DUTIES OF

SHERIFFS AND SHERIFF CLERKS

AND OF THE

CHIEF MAGISTRATES AND TOWN CLERKS,

OF THE BURGHS OF

EDINBURGH, GLASGOW, DUNDEE, ABERDEEN,
GREENOCK, PAISLEY, LEITH, AND PERTH,

*Approved by His Majesty's Secretary for Scotland, pursuant to the Census
(Great Britain) Act, 1910, 10 Edw. 7 and 1 Geo. 5, cap. 27.*

The Census (Great Britain) Act, 1910, provides (Section 13 (4)) that at the coming Census of 1911 the Sheriffs, Sheriff Clerks, Chief Magistrates, and Town Clerks shall perform such duties as may be prescribed by the Registrar-General, with the approval of the Secretary for Scotland, including, if so prescribed, such duties as were imposed on them by the Census (Scotland) Act, 1890, in connection with the Census of 1891.

The duties of the Sheriffs and Sheriff Clerks of Counties, and of the Chief Magistrates and Town Clerks of the Burghs of Edinburgh, Glasgow, Dundee, Aberdeen, Greenock, Paisley, Leith, and Perth, shall be as follows, being substantially the same as those discharged at the Census of 1891:—

I. Formation of Enumeration Districts.

In the Instructions to Registrars prefixed hereto, Registrars are directed to divide their Districts into Enumeration Districts, subject, as on former occasions, to revision by the Sheriff of the County, or in the case of the Burghs of Edinburgh, Glasgow, Dundee, Aberdeen, Greenock, Paisley, Leith, and Perth, by the Chief Magistrate of the Burgh; and the Sheriffs of Counties and Chief Magistrates of the foresaid Burghs shall accordingly, with the assistance of the Sheriff Clerks and Town Clerks, revise the Plans of Division and see that they are prepared in conformity with the Instructions to Registrars, and that they are in all respects suitable to the circumstances of the locality.

Registrars have been instructed to forward their Plans of Division to the Sheriffs and Town Clerks of the aforesaid Burghs not later than *1st February next*, and these Plans, after being revised and approved by the Sheriffs and Chief Magistrates, should be transmitted by them to the Registrar-General at the earliest possible date, but on no account later than the *10th February*.

II. Appointment and Qualifications of Enumerators.

The Registrars have been instructed to make and transmit for approval with their Plans of Division a list of the Enumerators they have selected in the case of the Burghs above mentioned to the Chief Magistrate of such Burgh, and in the case of all other Registration Districts to the Sheriff of the County, and the Sheriff or Chief Magistrate, as the case may be, shall revise the lists, and, if the Enumerators selected appear to him to possess the necessary qualifications, shall approve and sign the lists, and return them to the Registrars as soon as conveniently may be, but on no account later than the *10th February*.

III. The Revision of Documents after the Census Day.

The Sheriff of every County and the Chief Magistrate of each of the Burghs mentioned above shall appoint a time or times—not earlier than seven nor later than twenty-one days after the Census Day—for the Registrars to attend at such places as may be appointed, and deliver up to them the Books and Documents mentioned in the List given at page 23 of the Instructions to Registrars, prefixed hereto, of which times and places intimation shall be given to the Registrars in such manner as may be directed by the Sheriffs and Chief Magistrates respectively, who shall cause every Registrar to make a Declaration to the effect that, to the best of his knowledge, the same are correct; and the Sheriffs and Chief Magistrates, if they see cause, may examine the Registrars touching any of the matters to which the Books relate, and shall cause any inaccuracies which they shall discover to be corrected as far as may be possible. Where, however, any of the Sheriffs shall be of opinion that, owing to special circumstances, such as the difficulty of communication in remote places, or other sufficient reason, it would be inexpedient to require the Registrar to attend personally, such Sheriff may direct the Registrar to verify his Books before a Justice of the Peace of the County, and thereafter to transmit them within the said period of twenty-one days in any convenient manner to him.

IV. Transmission of Documents to the Registrar-General.

Sheriffs of Counties and Chief Magistrates of the above-mentioned Burghs shall, one month after the Census Day, transmit all the Books received by them from the Registrars to the Office of the Registrar-General for Scotland, viz.:—

- (a) All the Enumeration Books (including those for Public Institutions) arranged in numerical order.
- (b) The Enumerators' Instruction and Memorandum Books, also arranged in numerical order.
- (c) The Plans of Division of the Districts into Enumeration Districts.
- (d) The Lists of Enumerators.
- (e) The Enumerators' Claims for Allowances verified by the Registrars.
- (f) The Registrars' Claims for Allowances, with statement of population attached.

They are to be forwarded to the Registrar-General, Edinburgh, not by Post, but by Rail or Public Carrier. The carriage must be left unpaid.

V. Payment to the Various Officers.

A Table of Allowances as sanctioned by the Treasury to be made to the several Enumerators, Registrars, Sheriff Clerks, and Town Clerks employed in the execution of the Census Act will be found at pages 24 and 25 of the Instructions to Registrars prefixed hereto, and the Sheriffs of Counties and Chief Magistrates of the Burghs mentioned above shall, within one month after the Census Day, certify to the Registrar-General the amount of the Allowances to which the Enumerators, Registrars, Sheriff Clerks, Town Clerks of the said Burghs, and other persons are respectively entitled according to the Table, together with the amount of any necessary expenses incurred by them.

An order on the King's and Lord Treasurer's Remembrancer, Edinburgh, will be sent to the Sheriff or Chief Magistrate as the case may be for the payment of the whole amount of the Allowances due to the Sheriff Clerks, Town Clerks, Registrars, Enumerators, and other persons engaged on the Census within his County or Burgh; and the Sheriff or Chief Magistrate shall pay over, or cause to be paid over, to each of the foresaid Officers or persons the Allowances to which he is entitled. He will then, with the least possible delay, cause all the Accounts, properly arranged and receipted, to be forwarded to the Registrar-General's Office,

Edinburgh, for transmission to the Comptroller and Auditor-General. No payment, however, shall be made to any Enumerator or other person who shall be required to act as an Enumerator except on production of a Certificate under the hand of the Registrar that the duties required of him have been faithfully performed, and the like Certificate shall be required under the hand of the Sheriff, or Chief Magistrate, as the case may be, with respect to the Registrar, before any payment is made to him.

J. PATTEN MACDOUGALL,
Registrar-General.

CENSUS OFFICE,
NEW REGISTER HOUSE, EDINBURGH.

The foregoing Instructions are approved.

PENTLAND,
H.M. Secretary for Scotland.

SCOTTISH OFFICE,
WHITEHALL,
January 20, 1911.

ARRANGEMENT OF SECTIONS.

A.D. 1910.

Section.

1. Census to be taken in 1911.
 2. Central authority for and expenses of census.
 3. Enumeration districts and enumerators.
 4. Preparation and filling up of schedules.
 5. Collection of schedules and returns by enumerators.
 6. Enumeration in public institutions, &c.
 7. Returns of persons travelling or on shipboard or not in houses.
 8. Reports on returns.
 9. Power to supply further abstracts to local authorities.
 10. Matters to be prescribed by instructions.
 11. Power to require enumerators to make statutory declarations.
 12. Penalties for offences.
 13. Application to Scotland.
 14. Extent of Act and short title.
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CHAPTER 27.

An Act for taking the Census for Great Britain in the A.D. 1910.
year nineteen hundred and eleven.

[3rd August, 1910.]

BE it enacted by the King's most Excellent Majesty, by
and with the advice and consent of the Lords Spiritual
and Temporal, and Commons, in this present Parliament
assembled, and by the authority of the same, as follows :

1. A census for Great Britain shall be taken in the year Census to be
nineteen hundred and eleven, and the census day shall be taken in 1911.
Sunday the second day of April in that year.

2.—(1) The Local Government Board shall superintend Central authority for and expenses of census.
the taking of the census.

(2) The Registrar General shall, subject to the approval
of the Board, prepare and issue such forms and instructions
as he deems necessary for the taking of the census.

(3) The expenses incurred, with the approval of the
Treasury, for the purposes of the census, shall be paid out of
money provided by Parliament.

3.—(1) For the purposes of the census every registration Enumeration districts and enumerators.
sub-district shall be divided into enumeration districts, and
an enumerator shall be appointed for each enumeration
district.

(2) Overseers and assistant overseers of the poor, relieving
officers for poor law unions, and collectors of the poor rate
shall, if so required by the Local Government Board, act as
and be enumerators for the purposes of this Act.

4.—(1) Schedules shall be prepared by or under the Preparation and filling up of schedules.
direction of the Local Government Board for the purpose of
being filled up by or on behalf of the several occupiers of

A.D. 1910. dwelling-houses, with the following particulars, and no others, namely, particulars as to—

- (a) the name, sex, age, profession or occupation, condition of marriage, relation to head of family, birth-place, and (in the case of a person born abroad) nationality, of every living person who abode in every house on the night of the census day; and
- (b) whether any person who so abode was blind, deaf, dumb, imbecile, or lunatic; and
- (c) in the case of any person who so abode being married, the duration of marriage, and the number of children born of the marriage, the number of such children living; and
- (d) the number of rooms inhabited; and
- (e) in the case of Wales or the county of Monmouth, whether any person who so abode (being of three years of age or upwards) speaks English only or Welsh only, or both English and Welsh.

(2) Every enumerator shall, in the course of the week ending on the Saturday next before the census day, leave at every dwelling-house within his enumeration district one or more of these schedules for the occupier thereof or of any part thereof, and on every such schedule shall be plainly expressed that it is to be filled up by the occupier for whom it is left, and that the enumerator will collect all such schedules within his district on the Monday then next following.

(3) Every occupier for whom any such schedule has been so left shall fill up or cause to be filled up the schedule, to the best of his knowledge and belief, so far as relates to all persons dwelling in the house, tenement, or apartment occupied by him, and shall sign his name thereto, and shall deliver the schedule so filled up and signed to the enumerator when required so to do.

(4) In this section the expression "dwelling-house" shall include every building and tenement of which the whole or any part is used for the purpose of human habitation, and, where a dwelling-house is let or sub-let in different tenements or apartments and occupied distinctly by different persons or families, a separate schedule shall be left with or for and shall be filled up by the occupier of each such distinct tenement or apartment.

(5) For the purposes of this section, a person who is A.D. 1910. travelling or at work on the night of the census day, and who returns to a house on the morning of the following day, shall be treated as abiding in that house on the night of the census day.

5.—(1) Every enumerator shall visit every house in his district, so far as may be possible, on the day next following the census day, and shall collect all schedules so left within his district in the course of the previous week, and shall complete such of the schedules as on delivery thereof appear to him to be defective, and correct such as he finds to be erroneous. Collection of schedules and returns by enumerators.

(2) Every enumerator shall also furnish in such forms as may be prescribed particulars concerning the population of houses and other buildings in his district or in any specified portion thereof.

6. The governor, master, chief resident officer, manager, or other person in charge of every prison, workhouse, hospital, lunatic asylum, or public or charitable institution, or other large establishment, which may be determined upon by the Registrar-General, shall be the enumerator of the inmates thereof, and shall conform to such instructions as may be sent to him by the authority of the Local Government Board for obtaining the returns required by this Act, so far as may be practicable, with respect to the inmates. Enumeration in public institutions, etc.

7. The Registrar-General shall, subject to the approval of the Local Government Board, obtain returns of the particulars required by this Act with respect to persons who during the night of the census day were travelling or on shipboard, or for any other reason were not abiding on that night in any house of which account is to be taken by the enumerators, and shall include these returns in the reports to be made under this Act. Returns of persons travelling or on shipboard or not in houses.

8. The Registrar-General shall, subject to the approval of the Local Government Board, prepare a preliminary report and a detailed report on the census returns, and each such report shall be printed and laid before both Houses of Parliament at as early a date as may be found practicable. Reports on returns.

9. The Registrar-General may, if and at such time as he thinks fit, at the request and cost of any local authority or any person, cause abstracts to be prepared containing Power to supply further abstracts to local authorities.

A.D. 1910. statistical information which can be derived from the census returns but is not supplied by the census report, and which, in his opinion, the authority or person may reasonably require.

Matters to be prescribed by instructions.

10.—(1) Instructions issued under this Act may prescribe, among other things—

- (a) the mode in which enumeration districts are to be formed and enumerators appointed; and
- (b) the duties of superintendent registrars, registrars, enumerators, and other persons employed under this Act; and
- (c) the allowances to be paid to persons employed under this Act; and
- (d) the mode in which and the persons by whom the amount of the allowances payable in respect of each registration district is to be certified, and the persons by whom and the mode in which the payments are to be made; and
- (e) anything authorised by this Act to be prescribed.

(2) The scale of allowances payable under this Act shall be subject to the approval of the Treasury.

Power to require enumerators to make statutory declarations.

11. Every enumerator shall make a statutory declaration to the effect that the returns furnished by him in pursuance of this Act or the instructions issued thereunder have been truly and faithfully taken, and that to the best of his knowledge they are correct so far as may be known, and such declaration may be made before a superintendent registrar or registrar, who for that purpose shall have power to take such statutory declaration as if he were an officer by law authorised to administer an oath.

Penalties for offences.

12.—(1) If any superintendent registrar, registrar, enumerator, or other person employed under this Act, makes wilful default in the performance of any of his duties under this Act, or makes any wilfully false declaration, he shall for each offence be liable on conviction under the Summary Jurisdiction Acts to a fine not exceeding five pounds.

(2) If any occupier for whom a schedule is left under this Act—

- (a) wilfully refuses, or without lawful excuse neglects, to fill up or cause to be filled up the schedule to

the best of his knowledge and belief, or to sign A.D. 1910. and deliver it as by this Act required; or

- (b) wilfully makes, signs, or delivers, or causes to be made, signed, or delivered, any false return of any matter specified in the schedule; or
- (c) refuses to answer, or wilfully gives a false answer to, any question necessary for obtaining the information required to be obtained under this Act;

he shall for each offence be liable on conviction under the Summary Jurisdiction Acts to a fine not exceeding five pounds.

(3) If any person employed in taking the census communicates, without lawful authority, any information acquired in the course of his employment, he shall be guilty of a breach of official trust within the meaning of the Official Secrets Act, 1889, and that Act shall apply accordingly. ^{52 & 53 Vict. c. 52.}

13. In the application of this Act to Scotland—

Application to Scotland.

- (1) "Secretary for Scotland" shall be substituted for "Local Government Board" and "Board"; "Registrar-General for Scotland" for "Registrar-General"; "registration district" for "registration sub-district"; and "poorhouse" for "workhouse."
- (2) The schedules under this Act shall include particulars showing whether any person who abode in any house on the night of the census day (being three years of age or upwards) speaks English only or Gaelic only, or both English and Gaelic:
- (3) The particulars to be furnished by the enumerators shall show, with respect to each dwelling-house, the number of rooms, including a kitchen (if any) as a room, having a window, not being a window with a borrowed light:
- (4) Sheriffs, sheriff clerks, chief magistrates, town clerks, inspectors of poor and assistant inspectors of poor, shall perform such duties as may be prescribed, including, if so prescribed, such duties as were imposed on them by the Census (Scotland) Act, 1890. ^{53 & 54 Vict. c. 38.}

14.—(1) This Act shall not extend to Ireland.

Extent of Act and short title.

(2) This Act may be cited as the Census (Great Britain) Act, 1910.

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CENSUS CALENDAR, 1911.

January 14. . .	Saturday . .	Registrars to transmit Lists of Public Institutions to Registrar-General <i>before</i> this date.
February 1. . .	Wednesday . .	Registrars to transmit New Plans of Division and Lists of Enumerators to Sheriff (or Town) Clerks <i>before</i> this date.*
February 11 . .	Saturday . .	Sheriff (or Town) Clerks to forward New Plans of Division to the Registrar-General <i>before</i> this date.
" . . .	" . . .	Sheriff (or Town) Clerks to return with the requisite approval the Lists of Enumerators to the Registrars <i>before</i> this date.
March 27 . . .	Monday . . .	Enumerators to deliver their Schedules during the week beginning at this date.
April 1 . . .	Saturday . .	Enumerators to complete the delivery of all Schedules <i>on or before</i> this date.
April 2 . . .	Sunday . . .	THE CENSUS DAY.—EVERY PERSON ALIVE IN SCOTLAND AT MIDNIGHT to be enumerated on the morrow.
APRIL 3. . .	MONDAY . .	Enumerators to collect Schedules.
April 4 . . .	Tuesday . .	Enumerators to report collection of Schedules.
April 10. . .	Monday . . .	Enumerators to deliver to Registrars all their Schedules, their Enumeration Books, their Instruction and Memorandum Books, and their Claims for Allowances, <i>before</i> this date.
" . . .	" . . .	Registrars to procure from Governors or Heads of Institutions, etc., their Enumeration Books and Claims for Allowances <i>before</i> this date.
April 22. . .	Saturday . .	Registrars to forward to the Registrar-General the "Registrar's Summary," and all Schedules <i>before</i> this date.
" . . .	" . . .	Registrars to deliver to the Sheriff (or Town) Clerks all Enumeration Books, Enumerators' Instruction and Memorandum Books, Plans of Division, Lists of Enumerators, Enumerators' Claims for Allowances, Registrars' Claims for Allowances, <i>before</i> this date.
May 1 . . .	Monday . . .	Sheriff (or Town) Clerks should expedite the process of revising the Enumeration Books, so as to be able to forward the whole of them, together with the relative Memorandum Books, Plans of Division, and Lists of Enumerators, to the Registrar-General <i>before</i> this date.
" . . .	" . . .	Sheriff (or Town) Clerks to forward to Registrar-General the various Claims for Allowances and Abstract of Total Expenses for their Districts, duly certified, <i>before</i> this date.

* *Town Clerks*, in the case of the Registrars in Edinburgh, Glasgow, Dundee, Aberdeen, Greenock, Paisley, Leith, and Perth: *Sheriff Clerks*, in the case of every other Registrar.